



Language Institute Thammasat University
EL 204 English Presentations
Course Outline2/2019

Prerequisite: EL172 or TU105

Course Description

This course focuses on practicing and delivering presentations in English in both academic and business settings. Students will learn how to create an introduction and how to state a purpose as well as an effective opening of a presentation. Students will practice using signposting, formality of language, useful expressions, and exploiting visuals. Students will compose sound scripts and perform appropriate articulation, stress, and intonation. This course also emphasizes basic presentation techniques such as focusing, softening, repetition, and handling questions.

Learning Outcomes

Students who successful complete the course will be able to:

- Outcome 1:** prepare engaging presentations that focus on the interests of their audience;
- Outcome 2:** organize their ideas logically and explain the benefits of their talk to others;
- Outcome 3:** get the attention of others and maintain it by observing and responding to non-verbal cues;
- Outcome 4:** control the speed, tone and volume of their voice to enhance clarity and impact;
- Outcome 5:** stand confidently, gesture and move with purpose, connect through direct eye contact; and
- Outcome 6:** critically evaluate their presentations for continual improvement.

Learning Activities

During class hours, students will deliver presentations, receive feedback, and complete course work (e.g., reading, writing, role plays, lectures, surveys, discussions, listening to model presentations, etc.). Students are expected to plan, prepare, practice and self-evaluate their presentations outside of class hours.

Course Materials

Model presentation language, evaluation forms, handouts for practicing presentation skills, additional materials provided by your instructor.

Evaluation

Points are awarded based on criteria for six presentations made by students during the course. Students will be provided with evaluation forms before each presentation, which includes the criteria your instructor will use to evaluate the presentations. There are no examinations in this course. Missed presentations cannot be re-scheduled and will be awarded zero points.

Assignments	Visuals	Length	Points
Presentation 1: Starting and ending a presentation	✘	≈ 2 minutes	10
Presentation 2: Organization Ideas	✘	≈ 3 minutes	10
Presentation 3: Speaking Clearly	✘	≈ 3 minutes	20
Presentation 4: Body Language	✘	≈ 3 minutes	20
Presentation 5: Using Visuals	✓	≈ 3 minutes	20
Presentation 6: Group presentations Answering Questions	✓	≈ 7 minutes	20
TOTAL			100

Attendance

Students who miss *more than* three classes are required to withdraw from the course.

Plagiarism Policy

Students should cite and give credit to the sources they use during their presentations. For example, “According to a 2001 Gallop survey, public speaking was the second ranked fear of people, just below their number 1 fear: snakes!” Plagiarism will result in a mark of zero for a presentation and/or an F grade.

Mobiles for Learning

You will need to bring a mobile device with you to every class in order to make video recordings of your presentations. *Save all your video recordings until the end of the course so you can review your improvements.* You are requested to follow the six guidelines during classes:

- Set** ▶ *your mobile device on silent mode during class*
- Use** ▶ *your mobile only for specific learning activities (e.g. recording a presentation, completing surveys)*
- Record** ▶ *only after receiving guidance and permission from your instructor*
- Put away** ▶ *your mobile when it is not being used for learning unless you have a really good reason to monitor incoming texts and calls during a class*
- Never** ▶ *take pictures or make recordings of anyone without their consent*
- Leave** ▶ *class to deal with personal matters not related to the course*

Instructors, Times and Venue

Section	Day	Time	Room	Instructor
230001	Tue	09:30-12:30		
320001	Thu	09:30-12:30		

Schedule

Week	LEARNING ACTIVITIES	
1	Course overview Introductions and baseline survey	
2	Starting and ending a presentation	
3	Presentation 1 <i>Starting and Ending</i> 10 points	
4	Organizing your ideas	
5	Presentation 2 Organization Ideas 10 points	
6	Speaking clearly	
7	Presentation 3 <i>Speaking Clearly</i> 20 points	
THIS COURSE HAS NO MID-TERM EXAMINATION		
8	Body language	
9	Presentation 4 Body Language 20 points	
10	Designing and using visuals	
11	Describing facts, statistics and graphs	
12	Presentation 5 Using Visuals 20 points	
13	Advanced presentation techniques	
14	Answering questions	
15	Group Presentation 6 20 points	10-minute Survey
THIS COURSE HAS NO FINAL EXAMINATION		